

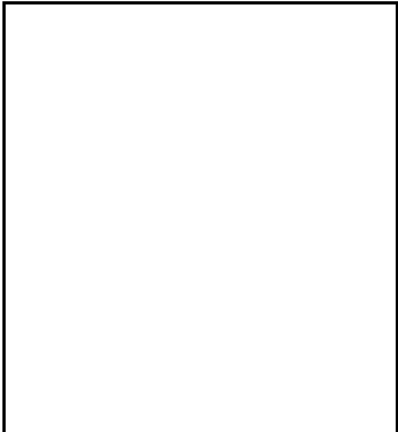
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S E C R E T

PRIORITY CASES IN SECURITY OFFICE

25X1

<u>Name Actions</u>		<u>Date of Action</u>	<u>Division</u>
	GS- 9	3/15/51	Supply Division
	GS- 9	2/19/51	Supply Division
	GS- 9	5/9/51	Supply Division
	GS- 7	2/16/51	Supply Division
	GS- 4	4/3/51	Supply Division
	GS-12	2/23/51	Procurement & Contract Div.

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15 June 1951

PROCUREMENT & CONTRACT DIVISION

Immediate Personnel Requirements
In Addition to Current T/O

Contract Branch

- 1 - Cost Analyst, Elect.
- 1 - Cost Analyst,
- 1 - Cost Analyst, Photo.
- 1 - Materiel Analyst, Elect.

Special Purchase Branch

- 1 - Procurement Officer
- 1 - Bookkeeper, (Accountant)
- 1 - Clerk-Typist

The personnel requested above are required in connection with the current work load in order to more properly fulfill the mission of the Procurement Office. Those requested for Contract Branch are for the purpose of assuring the ability of this activity to properly protect the public interest in the negotiation of contracts.

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PROCUREMENT PLANNING DIVISION

Immediate Personnel Requirements
In Addition to Current T/O

Area Coordination Branch

General Supply Officer (Chief of Branch)	GS-13
General Supply Officer	GS-12

Planning and Statistical Branch

Statistician (Chief of Branch)	GS-13
Industrial Specialist, Elect.	GS-12
Materiel Analyst, Elect.	GS-11
Materiel Analyst, [REDACTED]	GS-9
Clerk-Stenographer	GS-4
Clerk-Typist	GS-3
Clerk-Typist	GS-3

Requirements Branch

General Supply Officer (Chief of Branch)	GS-13
Commodity Specialist, Elect.	GS-12
Commodity Specialist, General Supplies	GS-12
Commodity Specialist, [REDACTED]	GS-11
Clerk-Stenographer	GS-5
Clerk-Typist	GS-4
Clerk-Typist	GS-3

Budget Branch

Budget Officer (Chief of Branch)	GS-13
Clerk-Stenographer	GS-5
Clerk-Typist	GS-4

Priorities and Allocations Branch

Priorities Officer (Chief of Branch)	GS-12
Sr. Bookkeeper	GS-9
Clerk-Typist	GS-3

*Fiscal
continued statement
in 1951*

To intelligently advise Chief of Procurement of impact of operations in relation to procurement activity; to assure the continued supply of materiel by priority, allocation of materiel, and commitment of industry [REDACTED]

To prepare CIA budget requirements for supplies and equipment, and to maintain records of current expenditures.

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Immediate Personnel Requirements
In Addition to Current T/O

Office of the Chief, Supply Division

Clerk-stenographer

GS-5

Cataloguing Group

Supply Cataloguer (Photographic Specialist)

GS-9

2 Clerk-typists

GS-3

Operational Warehouse Branch

Signal Supply Section

Clerk-typist

GS-3

Receiving & Inspection Section

Hoist Machine Operator

UG-7

(Fork Lift Truck Operator)

Supply Control Branch Departmental Profits, Int TOTAL
Supply Officer GS-7
Clerk Typist GS-3
Requirements Branch (Section) *

3

34

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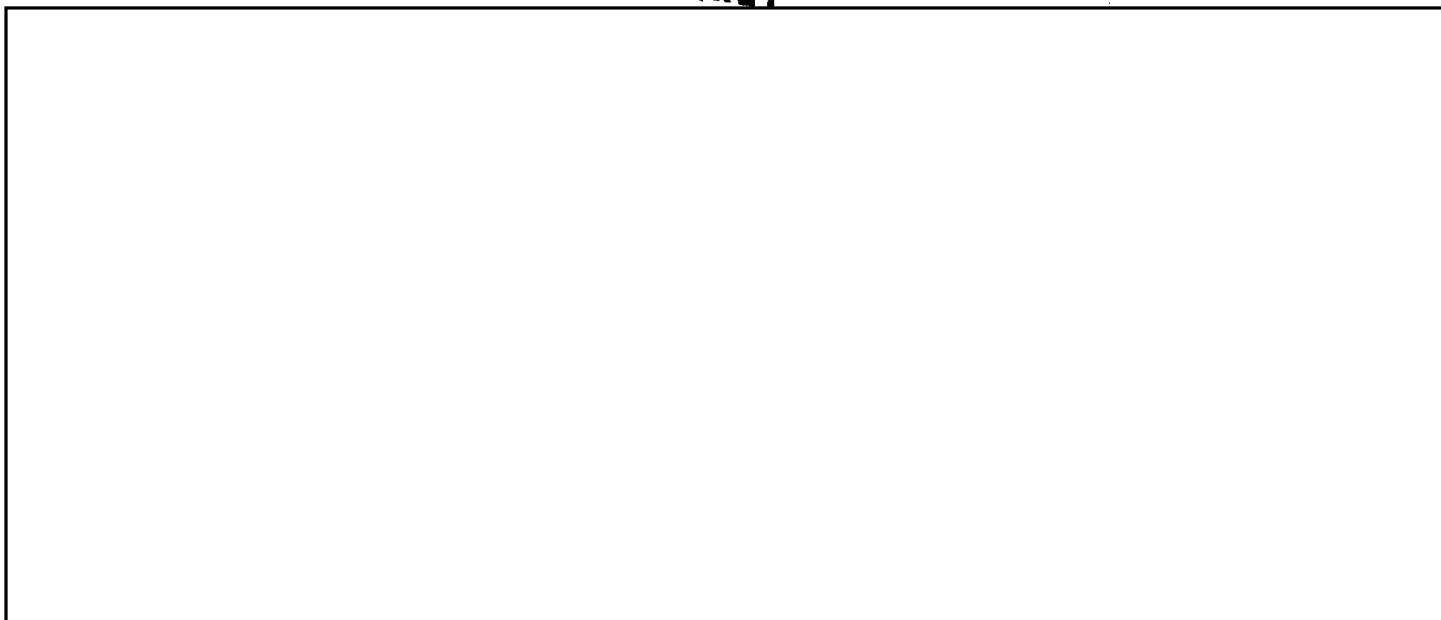
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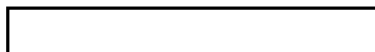


4. Building Services Officers

To facilitate the establishment and operation of the Building Services Officers in the departmental area, the following space is required in the departmental area buildings for offices and storage area.

a. Que & M Buildings

720 sq. ft.

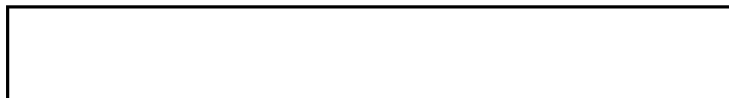
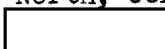


720 sq. ft.

c. North, Central, South, 2210 E St.



820 sq. ft.



320 sq. ft.

2580

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SUPPLY DIVISION

Anticipated Personnel Requirements

1. Office of the Chief, Supply Division

Operations Officer (Executive)

GS-12

Safety Engineer (to be detailed from I&S)

Chief Clerk

GS-9

Space Allocations Group

Space Allocations Officer

GS-11

2 Space Allocation Analyst

GS-7

25X1

25X1 2.

Clerk-steno.

GS-12

GS-4

Property Section

Property Officer (Asst. Head)

GS-9

Shipping & Receiving Officer

GS-7

Property & Supply Clerk (Posting)

GS-5

Storekeeper (Shipping)

GS-5

Clerk-typist

GS-3

Janitor

CPC-5

GS-9

GS-9

Hoist Machine Operators

UG-7

Stores Laborers

Presently authorized on T/O for Operational Warehouse Branch

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Packing & Crating Section

Packing & Crating Foreman (Supervisor) UG-20

Asst. Packing & Crating Supervisor UG-18

4 Carpenters - Packers UG-14
excluding presently authorized positions

25X1

25X1 3.

25X1

Assistant Head

GS-11

GS-9

Clerk-steno.

GS-4

Receiving & Inspection Clerk

GS-5

Storekeeper (Location)

GS-5

2 Storekeepers (Marking)

GS-4

Clerk-typist

GS-3

Warehouse Foreman & Dispatcher

CPC-9

Stores Laborer Foremen

CPC-6

Stores Laborer Asst. Foremen

CPC-5

Hoist Machine Operators

UG-8

Hoist Machine Operators

UG-7

Stores Laborers (Marking)

CPC-4

Stores Laborers

CPC-3

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To be furnished on detail from the Transportation
Division, Administrative Services Office

2 Drivers Truck Heavy Duty

2 Drivers Tractor-trailer

Approximately 15 key personnel on the above T/O would be required in initially establishing these installations. The remainder would be required simultaneously with the development of the activity.

4.

Property Control Branch

Departmental Property Section

As the need for more office buildings in the departmental area develops, the establishment of additional Building Services Officers and departmental supply room will necessitate additional positions for these functions.



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PROCUREMENT & CONTRACT DIVISION

Anticipated Personnel Requirements

Contract Branch

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- 1 - Materiel Analyst, [redacted]
- 1 - Procurement Expediter, Elec. [redacted]
- 1 - Procurement Expediter, [redacted]
- 1 - Procurement Expediter, General supplies
- 1 - Procurement Expediter, Basic materiel [redacted]

25X1

25X1

Personnel indicated above are considered necessary for the accomplishment of efficient procurement in the face of expanding [redacted] requirements upon the country's production capacity and ever-increasing problems in connection with critical materiel and the resultant controls.

25X1

Field Delegation:

Procurement office is working on revision of field delegation of authority.

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